



CHW Certification Training Program Accreditation Application Webinar

Maryland Department of Health, Office of Population Health Improvement

February 19, 2020



Maryland CHW Statute and Regulations

Annotated Code of Maryland, Health-General Article, [Title 13, Subtitle 37](#) – Maryland Community Health Worker Act

Code of Maryland Regulations (COMAR)

[10.68.01 Certification of Community Health Workers](#)

[10.68.02 Community Health Worker Certification Training Programs](#)

CHW Training Program Accreditation Key Points

- The accreditation process is for comprehensive CHW training programs (CHW certification training program)
 - Based on the Maryland nine CHW core competencies
- A program must be accredited by the Department before offering a CHW certification training program
- Upon successful completion of an accredited CHW certification training program, a CHW will be eligible to apply for certification (beginning April 1, 2020)
- The MDH CHW team will provide technical assistance to training programs to assist in meeting the accreditation requirements

Training Program Application Process

- CHW certification training program accreditation process released January 1, 2020
- All application materials and documents are located on the CHW website – <https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/Training-Program-Accreditation.aspx>
 - Application instruction manual
 - Required Curriculum Framework and Knowledge Assessment Forms
- Application portal via [Maryland OneStop](#)
- Technical assistance provided

Training Program Accreditation Requirements

A CHW certification training program shall:

- Provide a minimum of **100 hours of instruction**
- Verify successful completion of an **additional supervised 40-hour practicum** by a student
- Employ a **curriculum framework** that incorporates, at a minimum, the **Maryland CHW nine core competencies**
- Include an **objective knowledge assessment**

New CHW Certification Training Programs Applying for Accreditation

- New CHW certification training programs could be:
 - CHW certification training programs not in existence prior to accreditation or
 - An existing training program not applying for “retroactive” accreditation
- No deadline to apply for new CHW certification training programs. Applications accepted on a rolling basis.

CHW certification training program in operation on Oct. 1, 2018

- Must apply to the Department by December 31, 2020 to be considered for retroactive accreditation
- Upon the submission of accreditation application, the applicant will be notified of changes needed to comply with the accreditation requirements

Training Programs Training from Oct. 1, 2018 – Dec. 31, 2020

- A CHW certification training program that trained individuals from October 1, 2018 through December 31, 2020, will be eligible to apply for accreditation for that time period if the training program:
 - Meets the CHW certified training program requirements;
 - Submits an application to the Department; and
 - Provides a list of students who successfully completed the training program during the stated time period.

Preparing to Apply

- Visit the MDH Training Program Accreditation website to download and read the application manual and required materials
<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/Training-Program-Accreditation.aspx>
- Schedule a one-on-one session with the MDH CHW team to discuss your application, if desired
 - MDH.CHWApplications@Maryland.gov or 410-767-5971

Training Program Application Components

- Organization and training program information
- Completion of two forms:
 - [Curriculum Framework Form](#):
 - Incorporates the Maryland nine CHW core competencies
 - 100 instructional hours
 - Supervised 40-hour practicum hours
 - [Objective Knowledge Assessment Form](#)
- Attestation

Training Program Application – MDH response

Submitted applications:

- Within 10 days: Acknowledge receipt of application
- Within 30 days: Notify the applicant of the materials required to be submitted to complete the application

Complete applications:

- Within 60 days: Act on an application after the training program has met all of the application requirements
- Within 120 days: Make a decision regarding the application

Application Review Committee

Training program applications will be reviewed by a CHW Training Program Application Review Committee consisting of:

- A community health worker;
- A State Community Health Worker Advisory Committee member;
- A health professions educator with expertise in curriculum development;
- An MDH CHW certification program staff member; and
- As deemed necessary by the Department, an MDH program staff member with subject matter expertise in specialty areas.

Application Review Committee

The Review Committee will:

- Review training program applications to determine whether a training program application meets the requirements
- Forward recommendations for accreditation of eligible training programs to the Secretary

After Accreditation Approval

- For “retroactive” accreditation, the program will provide a list of students who successfully completed the training program during the approved time period.
- Accreditation is effective for 3 years from the date issued.
- Accredited training programs may not substantively modify an accredited curriculum without the Department’s approval.

Certification and Accreditation Contacts and Links

CHW Certification Training Program Accreditation Website

<https://pophealth.health.maryland.gov/Community-Health-Workers/Pages/Training-Program-Accreditation.aspx>

Maryland CHW Phone Line

410-767-5971

Maryland CHW Email Address

MDH.CHWApplications@Maryland.gov

Questions & Follow-Up

- Submit through chat function
- Email us at MDH.CHWApplications@Maryland.gov
- Call us at 410-767-5971